



DEPARTMENT OF HEALTH AND HUMAN SERVICES



NAVAJO AREA  
INDIAN HEALTH SERVICE

THIS POSITION IS LOCATED IN A TOBACCO-FREE  
ENVIRONMENT

VACANCY ANNOUNCEMENT  
GA-08-MPP/ESEP-104

OPENING DATE  
12-08-2008

CLOSING DATE  
12-29-2008

POSITION  
Practical Nurse

LOCATION AND DUTY STATION  
**Pediatric Clinic**  
**Ambulatory Care - Clinical Branch**  
Gallup Indian Medical Center  
Gallup, New Mexico

GRADE/SALARY  
GS-0620-06, \$33,135.00 per annum

NUMBER OF VACANCIES  
One (1) (MD 92 23)

APPOINTMENT  
(X) Permanent

WORK SCHEDULE  
(X) Full Time

AREA OF CONSIDERATION  
(X) Navajo Area-IHS Wide

SUPERVISORY  
(X) No

PROMOTION POTENTIAL  
(X) No known potential

HOUSING  
(X) Private Housing only

TRAVEL/MOVING  
(X) No expenses paid

DUTIES: Determines nature and extent of health care required, including interpreting signs and symptoms reported by patients, observing irregularities in patient's appearance and behavior, and reviewing status of medical history. Assists RN with the triage and screening of patients; obtains vital signs, orthostatic blood pressures/pulses and weight. Takes immediate action to report abnormal vital signs, capillary blood glucose, or any symptoms or distress to the charge nurse or lead provider and arranging for priority case. Perform venipunctures to obtain blood specimens for laboratory testing and finger stick for capillary blood glucose. Prepares and administers medications following physician order and dosage standards. Administer medications orally, intramuscularly, and subcutaneously according to the five rights of medical administration. Sets up and perform specific treatments ordered by the provider; monitors IV therapy, maintain flow rate and observe patient. Monitors oxygen therapy and administers nebulized medications. Assist with application of various splints, casts, and other orthopedic equipment for treatment of various orthopedic injuries. Assist medical personnel with set up of sterile procedures such as suturing and spinal taps. Assist with special tests and procedures, positioning/draping patients, setting up sterile equipment, labeling tissue/specimens. Assists with emergencies, performs CPR or handing equipment/supplies to medical providers as requested. Maintain a clean and safe work environment by preparing examination rooms and tables. Participate with patient and family teaching. Responds independently to inquiries and directs to appropriate staff. Assist nursing staff in the orientation of new personnel. Performs other related duties assigned.

**QUALIFICATION REQUIREMENTS: YOUR DESCRIPTION OF WORK EXPERIENCE, LEVEL OF RESPONSIBILITY, AND ACCOMPLISHMENTS WILL BE USED TO DETERMINE THAT YOU MEET THE FOLLOWING REQUIREMENTS.**

**EXPERIENCE AND EDUCATION REQUIREMENTS:** **LICENSURE:** Candidates must be currently licensed to practice as practical or vocational nurses in a State or territory of the United States or the District of Columbia. Applications of candidates possessing a license must be accompanied by a certified or photostatic copy of the license, a notarized statement attesting to the fact, or a citation of the license number and State issuing it.

**Additional Requirements:** **EXPERIENCE:** Candidates must have 52 weeks of nursing experience equivalent to at least to GS-5 to qualify for GS-6 level.

Qualifying experience includes nursing care work in a hospital, outpatient clinic, nursing home, or other supervised medical, nursing, or patient care facility that provided a practical knowledge of human body structure and sterile techniques and procedures, performing such duties as:

- Providing pre- and post-operative patient care.
- Observing, recording, and reporting changes in behavior of mentally ill patients.
- Providing reassurance and encouragement to mentally ill patients.
- Assisting surgeons and registered nurses in operating room activities, including passing instruments, maintaining sterile conditions, and draping and positioning patients.
- Setting up and operating special medical equipment and apparatus..

Substitution of education for experience is made in accordance with OPM Operating Manual Qualification Standards for General Schedule positions.

**POSITIVE EDUCATION REQUIREMENT: NO                      LICENSURE REQUIRED: YES**

**CONDITIONS OF EMPLOYMENT:** Work on a rotational basis to provide continuity of nursing care during evenings, weekends, and holidays.

**IMMUNIZATION REQUIREMENT:** - All persons born after 12-31-56 must provide proof of immunity to Rubella and Measles. Serology testing to confirm immunity and/or immunizations will be provided free of charge. Special consideration may be allowed to individuals who are allergic to a component of a vaccine, have a history of severe reaction to a vaccine, or who are currently pregnant. This applies to candidates for positions in any Service Unit or any Area Office position which requires regular work at a Service Unit.

**TIME-IN-GRADE REQUIREMENTS:** If selected under the Excepted Service Examining Plan, applicant may be appointed under Schedule A authority without regard to Time-In-Grade requirements. Candidates applying under the provisions of the Merit Promotion Plan for GS-6 must have completed 52 weeks of service at the GS-5 level by the closing date of this announcement.

**LEGAL AND REGULATORY REQUIREMENTS:** Proof of U.S. citizenship is required for appointment to the IHS. Candidates must meet time-after-competitive appointment, time-in-grade, and qualification requirements by the closing date of the vacancy announcement.

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**NOTE:** Refer to OPM Operating Manual Qualification Standard for General Schedule positions, Series 620 for complete information. Substitution of education for experience will be made in

accordance with those standards. For more complete information, contact your servicing Human Resources Office. *IN ORDER TO OBTAIN EDUCATIONAL CREDIT, YOU ARE REQUIRED TO PROVIDE COLLEGE TRANSCRIPTS.*

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**WHO MAY APPLY:** Merit Promotion Plan (MPP) Candidates: Applications will be accepted from status eligible (e.g., reinstatement eligible and current permanent employees in the Competitive Federal Service) and from current permanent IHS employees in the Excepted Federal service who are entitled to Indian Preference.

Excepted Service Examining Plan (ESEP) Candidates: Applications will be accepted from individuals entitled to Indian Preference. Current Permanent IHS Excepted Service employees and Competitive Service employees or Reinstatement eligible entitled to Indian Preference may also apply under the provisions of the Indian Health Service Excepted Service Examining Plan. These candidates MUST indicate on their Application for Federal Employment, whether their application is submitted under the IHS Excepted Service Examining Plan, the IHS Area Merit Promotion Plan or both.

Applications will also be accepted from individuals eligible for non-competitive appointment (e.g., Applicants eligible for appointment under the Veterans Readjustment Act, the severely handicapped, or those with a 30% or more compensable service-connected disability.)

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**INFORMATION FOR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).**

If you are a displaced Federal employee you may be entitled to receive special priority consideration under the ICTAP. To receive this priority consideration, you must:

1. Be a displaced Federal employee. You must submit a copy of the appropriate documentation such as RIF separation notice, a letter from OPM or your agency documenting your priority consideration status with your application package. The following categories of candidates are considered displaced employees.
  - A. Current or former career or career-conditional (tenure group I or II) competitive service employees who:
    1. Received a specific RIF separation notice; or
    2. Separated because of a compensable injury, whose compensation has been terminated, and whose former agency certifies that it is unable to place; or
    3. Retired with a disability and whose disability annuity has been or is being terminated; or
    4. Upon receipt of a RIF separation notice retired on the effective date of the RIF and submits a Standard Form 50 that indicates retirement in lieu of RIF"; or
    5. Retired under the discontinued service retirement option; or
    6. Was separated because he/she declined a transfer of function or directed reassignment to another commuting area. **OR**
  - B. Former Military Reserve or National Guard Technicians who are receiving a special Office of Personnel Management (OPM) disability retirement annuity under section 8337(h) or 8456 of Title 5 United States Code.
2. Be applying for a position at or below the grade level of the position from which you have

- been separated. The position must not have a greater promotion potential than the position from which you were separated.
3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.
  4. Occupy or be displaced from a position in the same local commuting area of the position for which you are requesting priority consideration.
  5. File your application by the vacancy announcement closing date and meet all the application criteria (e.g., submit all required documentation, etc.).
  6. Be rated well qualified **by achieving a score of 80 on a rating scale of 70 to 100** for the position including documented selective factors, quality ranking factors, physical requirements with reasonable accommodations and is able to satisfactorily perform the duties of the position upon entry.

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**EVALUATION CRITERIA:** Evaluation will be made of Experience, Performance Appraisals, Training, Letters of Commendation, Self-Development, Awards and Outside Activities which are related to this position. To receive full credit for your qualifications, provide a narrative statement which fully describes all aspects of your background as they relate to the knowledge, skills, and abilities (KSA's) outlined below and show the level of accomplishments and degree of responsibility.

The KSA's in your narrative statement will be the principle basis for determining whether or not you are highly qualified for the position. Describe your qualifications in each of the following.

1. Ability to perform the technical aspects of the job.
2. Ability to convey and obtain information orally.
3. Ability to communicate verbally and/or written.
4. Ability to gather facts and interpret a variety of information.

**SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE FOR DEFINITIONS.**

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**HOW & WHERE TO APPLY:** All applicants, must submit one of the following to the Gallup Indian Medical Center, Human Resources Office, P.O. Box 1337, Gallup, NM, 87305 by 4:30 p.m. on the closing date: 12-29-2008. **FOR MORE INFORMATION CONTACT: Julia Nelson at 505/722-1412. ELECTRONIC OR TELEFAXED RESUMES OR APPLICATIONS WILL NOT BE ACCEPTED.**

1. OF-612, Optional Application for Federal Employment; or  
SF-171, Application for Federal Employment; or  
\*Resume; or any other written application format\*. **See INFORMATION REQUIRED ON RESUMES AND OTHER APPLICATION FORMATS outlined below.**
2. OF-306, Declaration for Federal Employment must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. Responding yes to any one of these questions can make you ineligible for employment in this position. **If you make a false statement in any part of your application, you may be hired; you may be fired after you begin work; or you may**

**be fined or jailed.** HIS Child Care Addendum, this position is covered under the Child Care and Indian Child Worker Laws, P.L. 101-647 and P.L. 101-630, all applicants must sign the required "Addendum to Declaration for Federal Employment". Consideration for an offer of employment may be denied if there are affirmative responses on the Declaration for Federal employment.

3. A copy of BIA Form 4432, Verification of Indian Preference for employment in IHS or BIA, signed by the appropriate BIA Official, must be submitted if the applicant claims Indian Preference. Navajo Area Indian Health Service employees claiming Indian Preference need not submit the BIA Form 4432, but must state such documentation is contained in their Official Personnel Folder.
4. DD-214, Veterans' Preference Certification, if claiming Veterans' preference. In addition, if claiming 10-point preference, submit SF-15 to show proof of 10-pt preference. Veterans' Preference is not applicable to current HHS permanent employees, federal employees with competitive status, or Reinstatement eligible.
5. Copy of latest SF-50, Notification of Personnel Action, if current or a prior federal employee.
6. Latest Performance Appraisal, if a current federal employee.
7. An Official College Transcript, to show proof of undergraduate or graduate education.
8. Supplemental Questionnaire (KSA) – failure to submit this narrative may adversely affect your ranking for this position.

**\*INFORMATION REQUIRED FOR RESUMES AND OTHER APPLICATION FORMATS:**

Resumes or other application formats must contain all of the information listed below in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. *SPECIFICALLY, THE INFORMATION PROVIDED UNDER #8 (HIGH SCHOOL), #9 (COLLEGES AND UNIVERSITIES) AND #10 (WORK EXPERIENCE) WILL BE USED TO EVALUATE YOUR QUALIFICATIONS FOR THIS POSITION. FAILURE TO INCLUDE ANY OF THE INFORMATION; LISTED BELOW MAY RESULT IN LOSS OF CONSIDERATION FOR THIS POSITION.*

1. Announcement Number, Title and Grade of the job for which you are applying;
2. Full Name, Mailing Address (with zip code) and Day and Evening Phone Numbers (with area codes);
3. Social Security Number;
4. Country of Citizenship;
5. Highest Federal civilian grade held (give series and dates held);
6. High School - Name, City, State (zip code if known), and date of Diploma or GED.
7. Colleges and Universities - Name, City, State (zip code if known), Major(s), Type and Year of degree received (If no degree show Total Semester or Quarter Hours earned).
8. Work Experience (paid and non-paid) - Job, Title, Employer's Name and Address, Supervisor's Name and Telephone Number, Description of Duties and Accomplishments, Starting and Ending dates (month/year), Average hours worked per week, and Salary.
9. Indicate if we may contact your current Supervisor;
10. Description of job-related training courses, license or certification (current only), honor,

awards, special accomplishments.

**NOTE: THIS OFFICE WILL NOT SOLICIT FOR ADDITIONAL INFORMATION.** Applicants who submit incomplete applications will be given credit only for the information he/she provided. Therefore, it is the responsibility of the applicant to submit a complete application packet by the closing date.

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**REASONABLE ACCOMMODATION:** This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

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**VETERANS:** Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply.

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**ADDITIONAL SELECTIONS:** Additional or alternative selections may be made within 90 days of the date of the certificate issued if the position becomes vacant or to fill an identical additional position in the same geographic location.

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**INDIAN PREFERENCE:** Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act. In other than the above, the Indian Health Service is an Equal Opportunity Employer.

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**SELECTIVE SERVICE CERTIFICATION:** If you are a male born after December 31, 1959 and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service Systems.

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**EQUAL EMPLOYMENT OPPORTUNITY:** SELECTION FOR POSITIONS WILL BE BASED SOLELY ON MERIT WITH NO DISCRIMINATION FOR NON-MERIT REASONS SUCH AS RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, PHYSICAL HANDICAP, AGE OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION. PROMOTIONS OR APPOINTMENTS WILL NOT BE BASED ON PERSONAL RELATIONSHIP OR OTHER TYPES OF PERSONAL FAVORITISM OR PATRONAGE.

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PERSONNEL CLEARANCE

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DATE

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APPLICATION AND DOCUMENT FORM MUST BE INDIVIDUALLY IDENTIFIED BY EACH THIS ANNOUNCEMENT NUMBER - GA-08-MPP/ESEP-104. ALL ORIGINAL DOCUMENTS AND COMPLETED APPLICATION FORMS ARE TO BE DUPLICATED BY THE APPLICANT BEFORE SUBMISSION AS WE DO NOT HONOR REQUESTS FOR COPIES. COMPLETED FORMS WHEN SUBMITTED BECOME THE PROPERTY OF THIS PERSONNEL OFFICE AND WILL NOT BE RETURNED. ORIGINAL SIGNATURES ARE REQUIRED ON SF-171 AND SUPPLEMENTAL STATEMENTS. ONLY MATERIAL SUBMITTED BY THE CLOSING DATE WILL BE CONSIDERED.

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**SUPPLEMENTAL QUESTIONNAIRE  
PRACTICAL NURSE, GS-620-06**

1. ABILITY TO PERFORM THE TECHNICAL ASPECTS OF THE JOB. This is the ability to apply technical skills in the Pediatric Clinic. This includes knowledge of pediatric vital signs and equipment used to screen vital signs. This is the ability to obtain medical history and chief complaint and document accurately in the medical record. The ability to assess patient condition and noted for further clinical evaluation and treatment. This includes the administration of oral/parenteral/aerosolized medications and dressing/suture/splint care. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

2. ABILITY TO CONVEY AND OBTAIN INFORMATION ORALLY. The person in this position must be able to communicate effectively with people individually and/or groups. There will be frequent interactions with professional hospital allied health providers, various Service Unit supervisors, physicians and administrators. This also includes the ability to exercise tact, diplomacy, and mature judgment in meeting and dealing effectively with a variety of individuals. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

3. ABILITY TO COMMUNICATE VERBALLY AND/OR WRITTEN. This is the ability to clearly express oneself verbally and/or written in a variety of circumstances to a variety of individual and groups for the purpose of giving and requesting information. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

4. ABILITY TO GATHER FACTS AND INTERPRET A VARIETY OF INFORMATION. This is the ability to read, understand, and interpret a variety of assessment data and know when to notify RN and MD. What in your background shows you possess this ability?

What was the duration of these activities?

Who can verify this information? (Please provide a telephone number.)

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C-E-R-T-I-F-I-C-A-T-I-O-N

I CERTIFY that all of the statements made in the above questionnaire are true, complete, and correct to the best of my knowledge and belief; and are made in good faith.

\_\_\_\_\_  
Signature of Applicant (Sign in Ink)

\_\_\_\_\_  
Date